

CHAPTER 1 BASE REGULATIONS

ASSIGNMENT

Congratulations! You have received assignment to your new home in Military Family Housing (MFH). In most cases, you have already met your Neighborhood Manager at your new home for a check-in inspection and familiarization brief.

Upon assignment to quarters, your Basic Allowance for Housing (BAH) will be stopped. Upon vacating quarters, your BAH will be reinstated. In both instances it is the military member's responsibility to insure that the BAH stop and start documents have been processed.

Your Neighborhood Manager has completed a report of the current condition of the quarters which will be retained in your housing file. During the next two weeks, please make a list on a separate sheet of paper of any additional discrepancies you find which you would like to be made part of your housing file. By the end of your first two weeks in quarters, please turn in your list of additional discrepancies to your Housing Office. You will receive a copy for your personal records.

PERSONAL PROPERTY AND STORAGE

Your local Personal Property Office personnel will provide information and make arrangements to have your household goods moved to your new quarters. The moving agency handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions. It is a good idea to have the moving personnel remove packing materials from the premises. It is your responsibility to ensure additional packing materials are disposed of. Ask your Housing Office personnel for information regarding disposal at your base.

Arrangements for storage of excess personal property at government expense may be made with your Personal Property Office personnel. Housing Office personnel will prepare the paperwork authorizing storage of excess property. This offer is for the initial check-in only and does not apply to reassignments of quarters. Any cost involved in obtaining access to your stored property after being placed in storage will be at your expense.

VACATING QUARTERS

By accepting assignment to government quarters, you agree to remain in MFH for a minimum of six months. When you desire to vacate your house, call your local Housing Office personnel for vacating procedures. You must give at least 30 days notice to vacate, just as you would to a civilian landlord.

**CONDITIONS FOR LOSS
OF ELIGIBILITY FOR
MILITARY FAMILY
HOUSING**

Termination of assignment to quarters is required under the following conditions:

1. Permanent Change of Station (PCS) orders: You must vacate quarters on or before the date you depart your current command. Call your Housing Office for information if you have received PCS orders to determine if you are eligible to remain in your current quarters.
2. Homeport Change: You may retain your quarters up to 15 days after the ship arrives at its new homeport or 15 days after the effective date of homeport change, whichever is later.
3. Discharge or Retirement: Eligibility for housing expires on the date of discharge or retirement, and you must vacate on or before that date. Exceptions to Policy will be addressed to the Housing Director.
4. Family members no longer reside with sponsor: When family members or sponsor no longer reside in the quarters for any reason, including voluntary or legal separation, divorce, or court order, the military member is responsible for notifying Housing Office personnel as soon as either family members, or the military member no longer reside in the quarters for any reason. At that time you will be scheduled for a pre-inspection with a final inspection to follow. You will have a total of 30 days to vacate the quarters.
5. Family members are away from the quarters or unit is vacant for more than 90 consecutive days. Exceptions may be made for situations involving extended deployment up to 20 weeks of the military member.
6. Family behavior and/or failure to follow rules warrant eviction: In most cases, 30 days notice to vacate will be given; however, specific time is at the discretion of the Installation Commanding Officer.
7. A service member, family member or guest become involved with gangs as gang members, or in "gang related" activities; or use or sell illegal substances or any violence/disturbance occurs where a weapon is present.

**EXTENSIONS IN
QUARTERS**

Extensions in Family Housing may be made under certain conditions. Contact your Housing Office personnel for details and procedures.

**REASSIGNMENT OF
QUARTERS**

You may be eligible for reassignment to larger quarters due to a change in family composition, or a promotion. Contact your Housing Office personnel for information regarding reassignment.

Because reassignments are for your convenience and not mandatory (with the exception of a move from enlisted to officer quarters), the move will be at your expense. Your move must be completed within 5 calendar days from key pick up. You will be responsible for the cleaning of your former unit.

Note: Requests for reassignment for neighborhood disputes or resident problems are not granted.

CHANGES OF STATUS

You are required and responsible to keep Housing Office personnel informed of any changes in rate or rank, duty station, out-of-area schools, projected rotation date, military status, marital status, number of family members, work and home telephone numbers, or people other than immediate family living in your quarters.

You must provide your Housing Office personnel with a copy of local PCS orders and proof of dependency (e.g., Navy Page 2, Record of Emergency Data page). Commands and Personnel Service Detachments (PSDs) do not notify Housing Office personnel of changes of status of military members nor provide copies of required documentation.

**SECURITY
REGULATIONS AND
INFORMATION**

The keeping of personally owned firearms in housing areas is a very serious matter. These regulations are in place to protect all residents of our military communities. **Occupants will comply with all applicable firearms and weapons regulations effective at their hosting command. ANY violations of the firearms regulations in this handbook and local base Security regulations will result in review for and will likely result in loss of housing privileges.**

Firearms/Weapons

The following firearms/weapons regulations apply to all housing areas and residents. See appendixes in the back of the handbook for weapons regulations specific to your installation.

Firearms and ammunition must be stored separately from each other in locked cabinets or containers, which are away from children's access. Absolutely no loaded firearms may be kept in quarters. BB guns, air rifles, air guns, and bows and arrows are considered firearms. Weapons prohibited by state and federal laws, such as switchblades, stiletto knives, blackjacks, brass knuckles, and zip guns may not be kept in quarters.

The use of BB guns, pellet-type guns, bows and arrows, sling shots, or any other projectile propelling device is prohibited on government property, including all housing areas, except on established ranges, or with specific permission of the Commanding Officer or Security Police.

<i>Firearms/Weapons (Continued)</i>	There are specific regulations regarding the amount of ammunition you may store in your quarters. For this information and further guidance regarding weapons regulations, you may obtain a copy of your command's Security Manual at your Security Office.
<i>Fireworks</i>	The use of any and all types of fireworks is prohibited on government property, which includes all housing areas whether physically located on a base or not.
<i>Bicycle/Skating Helmets</i>	Bicycle helmets are required for all cyclists under the age of 18, including children in safety seats. On federal installations, which includes all housing areas, it is strongly recommended that all cyclists wear helmets. Some installations require bicycle helmets.
<i>Theft and Vandalism Protection</i>	While most residents of Family Housing are conscious of the possibility of theft, a few feel because they may live on base with gates and security guards, they are immune to theft or vandalism. Although the chances of burglary or vandalism may be lower, it is still a possibility, even on a secure base. For the protection of your family and property, be sure your home is locked and all personal items such as bicycles and toys are secured within the quarters. Report any vandalism, burglary, theft, or other crimes to the appropriate police agency for your neighborhood.
<i>Traffic Safety</i>	<p>Parents should constantly supervise small children and must not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, and you should impress this upon your children. Stay with them when they cross a street until you are confident they are old enough to "Stop, Look, and Listen" for traffic.</p> <p>When driving in the housing areas, drivers MUST observe the posted speed limits (15-MPH in most areas), as children may dart unexpectedly into the street. Be especially cautious in areas where deaf family members reside. There will be signs posted. Remember, it may be your own child you save.</p>
<u>LOCKED OUT OF QUARTERS</u>	Refer to the appendixes in the back of this handbook for the procedures for lockouts at your installation.

INSURANCE

While Family Housing residents are not required to carry renter's liability insurance, we strongly recommend it for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to the dwelling and personal property in situations where the government is not liable. It will also cover your losses in case of theft or vandalism. The cost of renter's insurance is relatively small and can be a tremendous asset in cases of loss of or damage to personal property. You would be wise to investigate the insurance coverage to ensure it includes damages to government quarters, as you may be held financially responsible for damages to your quarters.

In case of fire in quarters, the government may reimburse residents for damages only if the fire is determined to be a result of a problem within the unit such as faulty wiring, appliance problems, etc.

You are required to carry liability insurance on all vehicles on government installations. This includes housing areas not physically located on base. For more information on vehicle insurance requirements, contact your local base Security Officer.

GUESTS

Your guests are welcome in Family Housing. Our definition of a guest is a relative or friend who visits you in your home for a few hours or perhaps a week or two. Guests in your quarters must comply with all regulations governing Family Housing. You, as the sponsor, will be held accountable for the actions of your guests. Accepting rent from your guests is strictly prohibited.

Guests visiting more than seven days must be registered at the Housing Office. Guests normally may remain for no more than 30 days. Leasing or subleasing of quarters by the assigned occupant is prohibited. Military members and family members attached to a local command may normally not visit for more than seven days. Exceptions to this policy will be considered on a case by case basis and must be submitted in advance through the sponsor's command to the Housing Director.

FOSTER CARE

Having foster children in family housing is permitted as long as the living conditions, which result, are reasonable. The presence of foster children will not increase your bedroom entitlement. Notify Housing Office personnel in writing if you intend to become a foster parent.

LIVE-IN HELP

Permission for live-in aides and/or child care employees must be requested in writing substantiating the need for such an arrangement via your chain of command to the Housing Director of your installation. Approval of live-in aides is predicated on specific child-care or health-care requirements, which can be shown to require full-time, live-in assistance; for example, a single parent attached to a deploying command. A larger unit to accommodate a live-in aide may not be available.

**HOME-BASED
BUSINESSES**

Business enterprises and solicitation on a Navy installation or family housing area **requires prior written authorization** of the Housing Director. You will be advised of all conditions at the time approval is given. This applies to any resident conducting a private business or selling of or attempting to sell goods and/or services, including but not limited to computer services, cosmetics, household products, cleaning products, tailoring, tax preparation, dressmaking, etc.

Residents operating a home-based business must request any interior alterations to the quarters in writing to the Housing Director prior to beginning work. Alterations and restoration will be at occupant's expense. External alterations and advertising are prohibited.

The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

SOLICITATION

Door-to-door sales on government installations are unauthorized. City permits are required for door-to-door sales at off-base locations. Commercial advertising on housing bulletin boards must be approved by the base Legal Officer prior to posting. Flyers or advertisements of any kind are not to be placed on mailboxes or mail box shelters. It is a federal offense to attach anything to mail boxes.

Non-profit organizations such as Girl and Boy Scouts are allowed to sell their products; however, prior approval from your base Legal Officer is required.

Before scheduling sales representatives to come on base or into any housing area, residents must advise them that they are required to obtain written approval from the base Legal Officer in order to demonstrate and/or sell their products in Navy housing areas. This includes consultants for product parties.

**CHILD DEVELOPMENT
HOME CARE**

Navy regulations require persons providing child development home care be certified as a means of offering a safe, quality child care alternative for parents. Training courses, liability insurance, and background checks are among the requirements for certification. Residents desiring to provide Home Child Care must be certified by the Base Child Development Home Coordinator.

You must be certified if you perform child care in your home for more than 10 hours per week cumulative. That means if you watch three children for four hours, you have provided care for 12 hours, exceeding the 10 hour limit. **Providing unauthorized child care may be grounds for eviction from MFH.**

**YARD AND GARAGE
SALES**

Such sales must be limited to 2 consecutive days. Items are not allowed to be left outside the quarters overnight, as this invites theft and vandalism. Signs may be posted only on bulletin boards or small stick-in ground signs. Signs may be posted no sooner than the day before the sale and must be removed by the end of the day of the sale. DO NOT PLACE SIGNS ON ROAD SIGNS, TELEPHONE POLES, MAILBOXES, ETC.

**TEMPORARY ABSENCE
FROM QUARTERS**

It is very important that you notify your Housing Office personnel if you plan to be away from your quarters for more than seven days. While such instances are rare, if an emergency or unexpected issue arises regarding your quarters during your absence, we want to be able to reach you.

In order to retain eligibility for housing, family members may not be absent from quarters for more than 90 consecutive days. Exceptions may be made for situations involving extended deployment of the military member.

When leaving your home for more than a few days, we recommend turning off the water supply to all toilets, then flushing them and turning off the water supply to washing machines. If absence is during the winter months, the thermostats should be set no lower than 55 and water hoses removed from exterior hose bibs. This will help prevent severe damage to the quarters and personal property in case of burst pipes or water break.

While away, you must arrange for routine lawn care. Housing Office personnel may order a one-time yard maintenance service for yards, which become unsightly due to the resident's extended absence and inattention. The resident will be charged for that service.

Pets are not to be left in the quarters or yard unattended while you are away. Housing Office personnel will contact the appropriate animal control agency to have pets that have been left alone in quarters longer than 48 hours taken to a shelter. You will be charged for any care that is provided.